



NORTH DAKOTA
CLASS DESCRIPTION
ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 5111
5112
5113

CORRECTIONAL OFFICER

SCOPE OF WORK:

Work involves providing security, custody, care, and rehabilitation to inmates in an adult correctional facility.

DUTIES PERFORMED AT ALL LEVELS:

- Participate in searches of inmates' cell, body (clothed and unclothed), property and work area to ensure control of contraband and compliance with institutional health standards.
- Conduct inmate counts at designated times in assigned unit to ensure security and early detection of escapees.
- Control access and security of all unit keys.
- Transport inmates to medical appointments out of the facility, etc. apply restraints and maintain custody.
- Supervise inmate movement and activities in housing units, recreation areas, dining areas, and visiting areas.
- Provide assistance in rehabilitative and basic cognitive needs on an individual basis to inmates as assigned; serve as role model for inmates.
- Screen and approve inmate visitors; conduct background checks prior to admittance into the facility.
- Maintain control of the public during tours or public access events to ensure safety of public and inmates.
- Complete verbal and written reports to supervisors regarding inmate behavior, rule violation, work and repair orders, security issues, and transportation of inmates.
- Cross trained to work in all housing units.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CORRECTIONAL OFFICER I

5111

GRADE F

LEVEL DEFINITION:

This level is considered a training level. Positions at this level are closely supervised. Independent actions are not undertaken unless authorized through completed training or policy.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

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ND Class Description
Correctional Officer

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED.

CORRECTION OFFICER II
GRADE H

5112

LEVEL DEFINITION:

Duties at this level are performed independently with minimal supervision and incumbents are considered fully functioning correctional officers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in the training, development, and supervision of Correctional Officer I's and trainees.
- Ensure inmate compliance with regulations, memorandums, posted orders, policies, and procedures, and unit plan to maintain order and operation of the unit.
- Monitor inmate Individual Performance Plans regarding education, work, behavior, and treatment issues; recommend and assist inmates in treatment issues.
- Provide input regarding inmate evaluations to correct deficiencies in work or living habits and promote positive advancement of inmates.
- Interact with inmates, including crisis intervention, to assist in solving problems.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of work experience in corrections, security, law enforcement, or military police. College level coursework may substitute for the work experience requirement on a year for year basis.

CORRECTIONAL OFFICER III
GRADE I

5113

LEVEL DEFINITION:

Duties performed at this level include serving in specialized positions assigned by the supervisor in addition to the required duties of a Correctional Officer II. Completing and maintaining specialized training and/or certification may be required for particular specialized positions

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Serve as a teacher for training courses throughout the year and for new hire training.
- Perform supervisory tasks that require skills specific to assignment.
- Serve on emergency response teams.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and five years of work experience in corrections. College level coursework may substitute for up to four years of work experience on a year for year basis.

Eff Date: 10/74

Rev: 9/75 and 7/78

Rev: 11/93 – Changed minimum qualifications and grades

Rev: 10/97 – Rewritten in current format

Rev: 10/98 – Updated minimum qualifications

Rev: 7/07 - Updated duties, level definitions, min quals, factoring, moved CO IV to 1st level of Correction Supervisor series.

Rev: 7/09 – Updated additional duties at the III level.

Rev: 7/12 – Conversion to Hay System

Rev: 11/12 – Updated minimum qualifications.

Rev: 12/13 – Revised minimum qualifications and evaluated by Job Evaluation Committee.